

August 2020

Notice of Right to Advisor in SMAP-X Process

Instructions: Please read this form carefully and sign at the bottom acknowledging that you understand this important right. Please provide us with the name/contact information of your advisor below the signature line at the bottom. OEO will send a [Privacy and Non-Retaliation Acknowledgement](#) form to your advisor for their review and signature.

1. You have a right to bring an *advisor of your choice* to all steps in the [SMAP-X](#) Process including meetings, conferences, and hearings.
2. An *advisor of your choice* may be a trusted friend or family member, employee, attorney, or other professional. However, you should think carefully about the qualifications of the advisor you choose to help you through this process. In the event your case goes to a SMAP-X hearing, your advisor (and only your advisor) will have the responsibility to cross-examine parties and witnesses. In addition, your advisor should not have a conflict of interest in the matter (e.g. if they are a witness they may be more valuable to you as a witness in the process than as your advisor). For questions about this please contact the OEO investigator who is working with you.
3. If you do not have an *advisor of choice*, Tufts will provide you with one. Tufts maintains a list of people who can serve as an advisor and you can select one off that list. If that person is unavailable or has a conflict of interest concerning your case, you may select another advisor off the list. Tufts will compensate the advisor you choose off its list only for the time they are advising you in the post-investigation hearing, the pre-hearing conference and to provide direct cross examination during the SMAP-X hearing pursuant to Tufts' Policies. Compensation for any legal proceedings that may occur outside the scope of Tufts' SMAP-X Process will not be the responsibility of Tufts University. For more information about this please contact the OEO.
4. Under certain circumstances, when either (i) there is no available advisor on the Tufts list, or (ii) a student has a special need that only an off-list advisor can fulfill, the Title IX Coordinator, in her sole discretion, may authorize compensation for a

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direct-hire advisor (someone outside the Tufts list) for the hearing section of the process only.

5. All advisors must read and certify that they understand and agree to abide by the Privacy and Non-Retaliation Acknowledgement of Tufts University. Your privacy, and the privacy of the other participants in the SMAP-X, is of the utmost importance to Tufts University. Further, Tufts takes retaliation very seriously and recommends the parties review the non-retaliation sections of the Title IX Policy. It is your responsibility to make sure your *advisor of choice* understands that you could be held responsible for any retaliation violations.

6. An updated list of available advisors is attached to this document with their contact information. If, for any reason, you need assistance in selecting and securing an advisor, please contact the Title IX Coordinator at jill.zellmer@tufts.edu.

I have carefully read the Notice of Right to Advisor form above and have had the opportunity to address any questions I have with a staff member of the Office of Equal Opportunity. I understand that I may have an *advisor of choice* with me throughout the SMAP-X and if I do not have one, Tufts will provide one for me in the hearing part of the process only. Tufts has made no representations as to the qualifications or competencies of the listed advisors.

Your Signature

Date

**Advisor Name
Number**

Advisor's Email

Advisor's Phone